



OFFICE OF HUMAN RESOURCES PERSONNEL ACTION FORM

Date: _____

Check one: Hire Action: <input type="checkbox"/>	Termination Action: <input type="checkbox"/>	Status Action: <input type="checkbox"/>
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Hire Action: complete fields 1 - 21.

Termination or Status Actions: complete fields with asterisks, as well as those fields in which data is to be changed.

*1. N-Number:	*2. Employee Name (Last, First, MI):	*3a. New/Current Posn#:	*3b. Previous Posn#:
4. Annual Rate of Pay: (Hourly Rate for OPS)	5. Biweekly Hours:	6. Effective Date:	7. Ending Date:
9a. Hire Reasons:		*9b. Termination Reasons:	*9c. Personnel Status Changes:

If timesheet approver, indicate position number of approver: _____

10. Citizenship:	11. Citizenship Country:
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Comments: (This box must be completed for changes or terminations.)

***12. Labor Distribution**

FTE must total 100%

A.	INDEX:	FUND:	ORG:	FTE:
B.	INDEX:	FUND:	ORG:	FTE:
C.	INDEX:	FUND:	ORG:	FTE:

13. Appointment Status:	14. Position Type:	15. Time Limited:	16. Class Code:	17. Pay Step (Law Enforcement Only)
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18. Type Appointment:	19. Title:
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20. Division / College	21. Department Name or Grant Title:
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22. FACULTY and A&P INFORMATION:

Terminal Degree:	Faculty Rank Code:	Mo/Yr:	Tenure Year:	Tenure Status:	Earning Year:
Highest Degree:		Institution of Highest Degree:			
Year:	Visiting Type:	Administrative Code:	CIP:		

Department Contact Name: _____ Telephone Extension: _____

Authorized Signatures(s) for multiple PI (C&G funds):

(*Correlates to Section 12, Lines A, B, C)

A. _____
Principal Investigator (for C&G funds) Date

B. _____
Date

C. _____
Date

Approvals for Federal Work Study or Graduate School:

_____ Date
Financial Aid (for Federal Work Study funds)

_____ Date
The Graduate School

Approvals:

_____ Date
Dean/Division Head/Department Chair

_____ Date
Sponsored Research (for C&G funds)

_____ Date
President, Vice President or Designee

_____ Date
Budget Officer or Designee

_____ Date
Vice President of Human Resources, or Designee